

To: Department Heads

June 29, 1999

Subject: Enclosed Electronic Communications Policy and Guidelines for Electronic Mail

The enclosed brochure is currently being distributed to all employees through company communications channels. Because electronic communications are such an important part of the way we do business, these brochures should also be shared with on-site contractors and vendors to ensure overall consistency. Three copies of the brochure are enclosed; please distribute them to any on-site vendors/contractors with which your department regularly does business. If you need additional copies, please e-mail Phyllis Cline in Richmond. If you have surplus copies, you may return them to Phyllis Cline, JRC, Richmond.

Thank you.

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